

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No. -S000017	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input checked="" type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
Explanation (Show any positions replaced) Standard Position description #S000017				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input checked="" type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by				Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management										Initials	
b. Department, Agency or Establishment										Date	
c. Second Level Review											
d. First Level Review				Lead Forestry Technician		GS		462		6	
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title) Crew/Engine Leader						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision					
a. First Subdivision U.S. Fish and Wildlife Service						d. Fourth Subdivision					
b. Second Subdivision Region						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature						Signature					
Date						Date					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action						U.S. OPM GEG for Aid & Tech Work in the Bio. Sci, dtd Dec. 62 GS 462, TS-111, Dec. 91					
Signature						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks FPL GS-06 Standard Position Description-Servicewide. Approved FF Retirement in the Primary category under 5 USC 8336(c) and 8412(d) by DOI, FF/LE Retirement Team Spec. on 12/18/00.											
25. Description of Major Duties and Responsibilities (See Attached)											

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Standard Position Description #S000017

Lead Forestry Technician, GS-462-6, (Crew/Engine Chief)

INTRODUCTION

This is a standardized position description, intended for use in the U.S. Fish and Wildlife Service. The primary duties of this position are: (1) to personally apply prescribed burning and wildland fire control/extinguishment techniques to protect identified values and conserve and enhance habitat, and (2) to serve as engine chief/leader and direct the work of fire crews on the fire line.

MAJOR DUTIES

Leader Work (25-30% of Duty Hours)

As crew chief/leader, leads a group of at least 3 other full-time employees in the performance of wildland firefighting work that is evaluated at GS-5, at its highest level. The leader duties typically involve distributing and balancing the workload among employees; keeping in touch with the status and progress of the work and making day-to-day adjustments in accordance with established priorities, obtaining supervisory assistance when needed; estimating and reporting on time of completion of work, and maintaining work records; instructing employees in specific tasks and job techniques and making available written instructions, reference materials and supplies; giving on-the-job training to new employees; maintaining a current knowledge and answering questions on procedures, policies, directives, etc., and obtaining needed information or decisions from supervisor on problems that come up; checking on work progress as needed, or reviewing completed work to ensure compliance with instructions and established procedures; referring to supervisor questions or matters not covered by standards or problems in meeting performance standards; monitoring working conditions for safety concerns; approving leave for a few hours or for emergencies; informing employees of available services and activities; resolving simple, informal complaints of employees and refer others to supervisor; reporting to supervisor on performance, behavior problems, progress, and training needs of employees, and provides information to supervisor as requested such as recognition of outstanding performance.

Firefighting (55% of Duty Hours)

Personally engages in fighting range, forest, and other wildland fires for the U.S. Fish and Wildlife Service (Service) as well as on fires for which cooperative agreements exist between the Service and outside entities, such as State, Federal, military, and local resource management organizations across the country. Prepares fire related reports and maps. Documents fire management efforts. Serves as Initial Attack Incident Commander on numerous wildland fires and prescribed burns annually for the purpose of creating firebreaks, combating woody plants, and stimulating the propagation of diverse grasses, forests, and trees. Determines potential for ground and air access, laying out and organizing lines of attack, accessing potential for backburning and locating and constructing fire lines or fire trenches as appropriate, and ensuring availability of equipment, water, and supplies needed to carry out

wildland fire suppression. Determines when refuge wildland fires require auxiliary firefighting crews and aerial support; dispatches fire crews; and provides onsite direction and support to crew members on the fire line. Operates mobile firefighting equipment, e.g., tankers, backhoes, trenchers, fire boats, and engines (Driving a fire engine, tanker, or other vehicle with a gross weight of 26,000 pounds or more requires a commercial driver's license). Utilizes and maintains aerial fire ignition and suppression devices and equipment such as those using potassium permanganate pellets, gasoline gel caplets, terrain torches, and slurry buckets. Performs other minor related duties as needed.

Fire and Safety Training (5-10% of Duty Hours)

Provides basic fire and safety training to firefighting personnel, including personnel from cooperating Federal organizations, and/or Native American groups sponsored by the Service; develops and directs field training exercises; and works with others to present basic and advanced fire fighting training dealing with topics such as aerial fire ignition and the operation and utilization of fire retardant equipment and supplies.

Fire Equipment Support (Of Duty Hours)

Researches and orders specialized clothing, gear, spare parts, and equipment for fire-related activities.

OTHER DUTIES (0-5% of Duty Hours)

When not involved in fire related work, assists in project work such as road and trail maintenance, habitat manipulation, and miscellaneous equipment and facilities maintenance.

Provides technical support in forestry research efforts; in the marketing of forest resources; or in the scientific management, protection, and development of forest resources.

Factor 1 - Knowledge Required by the Position

Practical knowledge of fire control methods and principles as they relate to forestry, range, and other wildland conservation work settings and related resource management fields, and the skill to apply them in order to plan and safely conduct and contain prescribed burns, to extinguish wildland fire, and to solve technical problems with a wide range of conditions and unusual combinations of variables.

Understanding of the variables associated with wildland fire, e.g., air temperature, humidity, topography, wind velocity, and fuel types (such as chaparral, brush, resinous trees, and grasses) in order to select methods and modify approaches to fit a diversity of conditions and circumstances.

Understanding of the biological implications of fire management, revegetation, and Service policies and practices in order to carry out work in a manner consistent with Service objectives and requirements.

Knowledge and ability to lead a crew by coordinating and directing firefighting efforts including advising

on the auxiliary crew size required, dispatching vehicles and personnel, and cleanup.

Knowledge of mobile and airborne firefighting equipment operation in order to plan and participate in land and aerial fire suppression efforts and to train others in the use of equipment in starting, controlling, and suppressing fires.

Skill in oral and written communication in order to coordinate cooperative firefighting activities and to provide classroom and field instruction in basic and advanced firefighting techniques; and to write activity reports.

Knowledge of administrative procedures in order to research and initiate requests to purchase firefighting equipment, supplies, and gear such as fire shelters, pumper parts, and fire and heat retardant clothing.

Thorough knowledge of safety and first aid procedures in order to ensure personal safety and the protection of others engaged in igniting and suppressing fires in a natural environment.

Knowledge of the methods and techniques of forestry and other biologically based resource management fields.

Skill to perform basic preventive maintenance on motor vehicles; may involve troubleshooting and repairing, or assisting in repairing, mobile firefighting vehicles, equipment, and communication devices to ensure operational readiness and help ensure the availability of replacements/parts.

Skill to operate a motor vehicle; must be able to obtain or maintain a motor vehicle operator's license; and, must have or be able to obtain and maintain a commercial operator's license to operate motor vehicles over 26,000 lbs. GVW.

Factor 2 - Supervisory Controls

The supervisor assigns ongoing tasks and determines priorities. The supervisor and employee confer on approaches applicable to new assignments and unusual circumstances. The employee independently coordinates work efforts with outside parties and uses initiative in developing solutions to procedural problems such as the need to extend field time or obtain additional equipment and/or personnel. Work is typically reviewed for consistency with safe and technically sound methods; the quality of decisions and judgment, the clarity of guidance which the employee provides, and the readiness of equipment and personnel under emergency conditions.

Factor 3 - Guidelines

There are numerous guidelines such as the National Fire Danger Rating System, burn plans and prescriptions, equipment manuals, and technical guides issued by the Service, the Department, and the Interagency Fire Management Center. The employee selects and adapts methods and approaches to meet field conditions and solve problems.

Factor 4 - Complexity

Work entails a diversity of technical duties requiring a variety of methods and process. Precedented technical and procedural problems in planning and carrying out the work are resolved independently. The employee adjusts work methods to accommodate unusual combinations of conditions and broad collaborative activities. Judgment is applied in determining the applicability of procedures. Decisions made and actions taken under field conditions are typically urgent and occur under stressful emergency circumstances.

Factor 5 - Scope and Effect

The primary purposes of the work are to carry out prescribed burn projects planned by the supervisor, to personally apply prescribed burning and wildland fire control/extinguishment techniques to protect identified values and conserve and enhance habitat, and to plan and direct the work of fire crews on Service lands and in accordance with cooperative agreements. The work contributes to the perpetuation of habitat and enables others to safely conduct fire control activities.

Factors 6 & 7 - Personal Contacts and Purpose of Contacts

Personal contacts are primarily with Service employees; with vendors; and with cooperating State, Federal, and local government personnel.

Contacts are made for the purpose of exchanging information, providing instruction, coordinating collaborative activities, requesting specialized fire management equipment and supplies, and solving problems.

Factor 8 - Physical Demands

Firefighting is extremely arduous and hazardous. The work requires regular and protracted periods of strenuous physical exertion, including carrying heavy objects that may weigh up to about 50 pounds; walking over uneven, rocky, or swampy ground; climbing; bending; stooping; hacking through underbrush; and using heavy tools for long periods of time.

Factor 9 - Work Environment

There is potential for burns, dehydration, and smoke inhalation. Work requires the use of specialized protective clothing and gear. The employee may conduct some activities from low flying aircraft and helicopters.

Other Conditions:

- Must obtain and continuously meet requirements for a National Interagency Fire Qualification System (NIFQS) rating of firefighter.
- Must attain the prerequisite physical stamina and strength needed to perform rigorous duties and must demonstrate abilities at the prescribed level annually.
- Preemployment and random drug testing are required.
- Must obtain, and/or be able to maintain, a State motor vehicle operator's license; and a State commercial driver's license.